

AMY MARIE BRADLEY, CPP

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WORK EXPERIENCE:

August, 2005
Current

Schenck SC
Appleton, WI

Operations Lead - Payroll

Responsible for supporting operational area of payroll services department. Work with payroll vendor with system issues.

Research unique payroll issues and advises internal personnel and/or clients. Inform staff and clients on compliance changes.

Party Concepts, Inc.
Appleton, WI

February, 2000
March, 2005

Payroll Supervisor

Responsible for processing payroll for 170 stores and corporate headquarters. Responsible for timely and accurately filing and deposit of 40 states payroll taxes. Ensure compliance on all Federal, State and Local payroll related laws and regulations. Responsible for Payroll J/E and balancing payroll related accounts. HRIS for Lawson Payroll System. Supervised Administrative Associate responsible for data entry and maintenance of personnel files.

July, 1999
February, 2000

Payroll Administrator

Responsible for processing payroll for the store personnel. Responsible for timely and accurate filing and deposit of multi-state payroll taxes.

Service Merchandise Co. Inc.
Out of Business, Nashville, TN

February, 1996
May, 1999

Compliance Supervisor

Responsible for the timely and accurate filing and depositing of payroll taxes for 35 states, 15 EIN's, for 400+ locations. Supervised 3 Administrative Associates responsible for over taxes, garnishments and commissions.

March, 1994
February, 1996

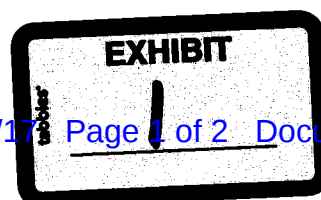
Control Specialist

Responsible for accurate balancing of the payroll system. Ensure that all tax and payroll records remain in balance. Work with financial institutions in regards to direct deposit and stop payments on checks.

March, 1993
March, 1994

Garnishment Specialist

Responsible for processing and timely payment of over 500 weekly garnishments.



October 1990
October, 1992

Sierra Construction Corp.
Las Vegas, NV

Payroll Clerk

Responsible for weekly computerized field payroll and payroll transcripts. Filing of union reports and workers compensation claims. Posting to and balancing of Vendor, Subcontractor and Cost Control Ledgers.

December 1987
March 1990

Wright Companies/Express Oil & Gas of Nevada
Out of Business, Las Vegas, NV

Payroll/Personnel

Responsible for multi-company payroll transactions, Adminstrating benefits, including health insurance, 401k, and 125 plan. Also, timely reporting of payroll taxes, and balancing payroll related General Ledger Accounts.

November 1984
July 1987

Humana Insurance (formerly Employers Health Ins. Co.)
Green Bay, WI

Payroll Accountant

Prepare all changes, additions, and deletion for employee data profile and payroll transactions. Responsible for information updates in regarding to payroll benefits, reporting payroll taxes timely and accurately for Federal, and several states, counties and cities.

April 1984
November 1984

Assistant Accountant

November 1982
April 1984

Bank Reconciliation Clerk

August 1981
November 1982

Budget Clerk

August 1981
August 1980

File Clerk

EDUCATION:

September 1997

Received C.P.P. Certification from American Payroll Association

January 1981
May 1987

Fox Valley Technical College, Appleton, WI
Attended Accounting Associate Degree Program

REFERENCES:

Provided upon request